

Memo

To: Berlin City Council
From: Jim Wheeler, City Manager
Date: 3/2/2020
Re: City Manager's Report

1. The Division of Motor Vehicles has entered into a lease agreement for 5,500 square feet of office space. The space is located in Gorham and the lease runs through October 31, 2024.
2. NHMA will be holding FREE workshops for both veteran and new municipal officials and employees of NHMA member municipalities. Presented by NHMA's Legal Services attorneys, these workshops will include topics such as the Right-to-Know Law, ethics and conflicts, running effective meetings, town governance, municipal roads, budget and finance and more. Councilor Higbee has signed up for the May 28th session in Sugar Hill.

DATES & LOCATIONS 9:00 a.m. - 4:00 p.m.

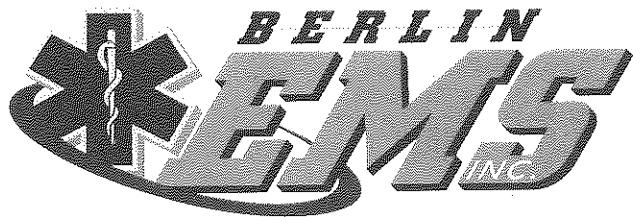
April 7 - Concord (NHMA)

April 21 - Newington (Town Hall)

May 19 - Peterborough (Community Center)

May 28 - Sugar Hill (Meeting House)

3. BEMS has submitted their annual report for 2019. They report an increase of 97 calls which is approximately a 5% increase over 2018. The full report is attached.
4. The Jericho Warming Hut had great visitor ship during the 2019 summer. Guestbook comments about the warming hut and Jericho ATV trails were very positive. Visitors who signed the guest book were from 40 different states and 7 countries. Visitors to the park are estimated to be in the range of 23,000 for the 2019 summer season. The 2019 Summer Season Visitor Analysis is attached.
5. DOT has informed us that Jericho Lake Road is tentatively scheduled for a full width $\frac{3}{4}$ " paver shim from Route 110 to the ATV Park parking area during the upcoming construction season.
6. Like everyone else, we are monitoring the spread of the coronavirus. To date, the conventional best advice seems to be to take the same steps as one would to avoid or minimize the effect of the common flu, including getting vaccinated. There is more information on the website of the North Country Health Consortium at: <http://www.nchcnh.org/news.php>.
7. PWD Statistics are attached.



182 East Mason Street | Berlin, NH 03570

Christopher Dubey
Owner/Manager

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Berlin EMS Annual Report 2020

- 1. Call Stats**
- 2. Personnel**
- 3. Facilities**
- 4. Vehicles**
- 5. Communications**
- 6. Equipment and Supplies**
- 7. Financial**
- 8. Projections**
- 9. Other Business**

1. Call Statistics:

| | 2019 | 2018 | 2017 |
|-----------------------|-------------|-------------|-------------|
| Total callouts: | 1884 | 1787 | 1771 |
| No transports: | 393 | 370 | 365 |
| Routine: | 213 | 203 | 182 |
| Emergency: | 1278 | 1214 | 1224 |
| Calls with transport: | 1491 | 1417 | 1406 |

The calendar year of 2019 resulted in a callout increase of 97 total calls, or about a 5% increase. This is well within our standard expectations, but also indicative of a pattern of increased callouts. This increase is well within our limits of what we can expect to handle while fully staffed. Our average calls per day has now increased to just over 5.

The surrounding communities of Gorham and Milan are still relying on the company for support when they are unable to staff their calls. Gorham seems to have been able to handle their emergency callouts with regularity, the communities of Milan and Dummer have had more difficulty, and have had to rely on our services, as expected.

The nature of the industry dictates that, unless there is a large shift in transfer policy or callout patterns, then this is the status quo is normal for the area, and indicative of what we have seen in for the last decade, a gradual, slow increase in calls for service.

2. Personnel:

The company has not had many personnel shortages of note, as the crew that we have has been able to handle the challenges of the rise and fall of call volume, and respite has been available. There have been a few reasons for this.

One employee has completed his Paramedic training, and been licensed, this will allow us to fill the gap, and hopefully, return to having Paramedic coverage daily. As the employee did not take full advantage of the financial opportunity presented to him, he is not bound by an employment agreement for multiple years as other staff have been in the past. He has agreed to give us at least six months, which is commiserate with the amount of financial commitment that the company did make.

One basic EMT became an Advanced EMT at company expense.

There is currently an Advanced EMT class being put on in conjunction with the Fire Department, on which one full time employee and one part time are enrolled. Their tuition is paid by the company, and also includes some Fire Department personnel.

During classes run by Berlin EMS, we were able to train several unlicensed people to the level of Basic EMT, including several members of the Berlin Fire Department.

In response to our previous year's shortage, Berlin EMS also paid for four individuals, in part or whole to become EMTs. This was done to attempt to provide employment and a career path for some local people interested in the field, and add to our roster to avoid future shortages. To date, one of them has joined our roster, one has become an EMT, but cannot join our roster, and two of our sponsored candidates have failed to pass their qualification tests.

Should the opportunity present to do a similar program again, Berlin EMS would, in all likelihood, offer the same opportunity for a promising local to find a career at our expense. This will be dependent on local interest, but, our preference is always to train and hire locally when possible, to the point that we will invest company capital in doing so.

3. Facilities:

Berlin EMS made some upgrades to the front office lighting, flooring, and replacement of a hot water heater.

Our overhead garage doors are nearing the end of their life cycle. Estimates to replace them are currently at about \$6000.00. This project will happen as surplus funds become available, but it is not a priority.

Our phone system continues to serve our needs.

Our security camera system continues to serve our needs, and has been of limited assistance to the Police Department to assist with their investigations.

4. Vehicles:

The company replaced our oldest vehicle, a van, with a new vehicle acquired from AEV, we were able to do so without taking the old truck out of service, which was sold to Brewster Ambulance in December. The unit was acquired with a loan through the Service Credit Union, at terms that are acceptable to us.

Replacement of our box transfer truck is also on the horizon. This unit will be more expensive to replace as it will need a custom design to fit into the building. Fortunately, it has had no mechanical issues. The current plan is to utilize this vehicle on priority emergency transfers in an effort to keep the mileage low, and utilize the new van as our transfer workhorse.

The fleet is currently maintained privately by Mr. Auto, a Berlin based vehicle garage. The company has an excellent relationship with that organization, and trusts their judgement of what repairs are needed and warranted, as well as when we should begin to look at replacement.

5. Communications:

Our current communications equipment is sufficient for our needs. We continue to cycle our portable radios to backup use as we purchase new models. It is worth noting that the vehicle radio units are nearing the end of their life cycle with service being discontinued by the company which manufactured them. It is anticipated that all three vehicle units, as well as the station radios will need to be replaced in the near future. We are awaiting an estimate on these costs, but, as it stands at the time of the writing of this report, our needs are met.

Berlin EMS is fortunate to have the working relationship we have with the Police and Fire departments, and we look forward to continuing this relationship in the coming year.

MARS/AMB continues to provide our billing services, supplying us with laptop computers, which we have been able to utilize for other purposes as well, updating maps, keeping times, and having access to downloaded protocols have been useful to the emergency crews. This billing company has been adept at meeting the needs of a service

of our size. They are adept at the needed follow up with insurance companies, taking the extra time to ensure that we capture possible revenue.

An issue on the horizon is the replacement of the vehicle radios. The current models are being phased out, and replacement parts will no longer be easily acquired by Ossipee Mountain Electronics. They have suggested that, should the radios incur come challenges, we will replace them as needed, or factor the cost of a new radio system into the next vehicle purchase. Estimates are a few thousand dollars per unit.

6. Equipment and Supplies:

Although the future direction of the company and it's relationship with the city continues to be uncertain, the company has not ceased on improving our equipment, and has made significant cash investments into public safety equipment.

In November, Berlin EMS agreed to purchase three new defibrillators, Zoll X series units, meaning that we now have new units in each vehicle. The life cycle of these units is at least ten years. We were able to arrange a four year, zero percentage note on the units.

Our next item that we are looking at are power lift stretchers, which have their advantages and disadvantages. Utilizing these does seem to be the direction that the industry is headed in, and we are eventually going to have to get them.

Unfortunately, due to the amount of sub-standard housing and challenging conditions in Berlin, the practice of carrying a loaded stretcher up and down stairs is a practice we are going to have to get away from, as the new stretchers weigh much more, unloaded, than our current models. One option could be to acquire and implement one or two power lift stair chairs, these will also present their own challenges, with some adaptations to our standard procedures, we will be able to meet those challenges.

7. Financial:

A copy of our 2019 financial reports is included with this report, there are several matters of note.

Overall, revenue is up by about \$50,000, which is always a good thing. The increase in revenue outpaced the increase in expenses, which has been tremendously helpful in securing favorable terms for our two major purchase agreements of the year, both the vehicle and the defibrillator.

Prior to the new financial obligations, the company had a brief period of time in which it was free of all major debts. The lack of interest payments was short lived, but it allowed us to focus, primarily on building toward the future. The elimination of a major part of this obligation was the consolidation of one outstanding debt into a one time payment. As this came with favorable terms to the company, the portion of the debt that was eliminated was considered income for the company.

One of the changes that we faced, revenue wise, was a clearer system of revenue reporting in the way that payments are received, which corresponds to an apparent

increase in our Medicaid revenues. In actuality, further clarification as to the source of said incomes allowed us to receive smaller deposits, more frequently, and bot bundled together. In essence, payments that would have been bunched as private or Medicare, are now being reported as Medicaid, giving us a clearer description of the source of our revenues.

Wages were up, as the crew did receive an across the board upward pay adjustment upon the signing of our current contract.

Our supply expense went down. There is no real explanation for this, except that we do shop around to find which vendors have the best deals at any given time. Fluctuations in prices of medications, and the requirements of using them are fairly unpredictable. We continue to be bargain hunters, and we were successful with that practice in 2019.

Cindy Elbert insurance services continues to handle our professional insurance needs, we are pleased with their performance, expenses for some of our required insurances went up, but that happens annually, and we are confident that they are presenting us with as competitive an arrangement as possible. During the year, we did explore the possibility of switching providers and agents, as the company tends to do every few years. We did receive an offer, but it was not enough of a benefit to the company to justify suspending business with the Cindy Elbert folks, whom we feel have an understanding of the industry and the needed experience to matter where it counts.

8. Projections:

Berlin EMS continues to operate as the provider of all emergency and non-emergency services to the city of Berlin, as we have since 1981. During that time, we have seen many changes in the industry. We have adapted to those changes, meeting and exceeding all requirements that the realm of ambulance business presents us.

As such, Berlin EMS continues to plan and adapt its business structure in anticipation of how the field will evolve.

Training and recruitment of our next group of employees continues to be a priority for us, and, moving forward, we will continue to sponsor classes and provide scholarships to promising candidates that express an interest in the career field, working with both the scholastic system and outreach programs that attempt to put the company in contact with appropriate candidates, whether they are licensed yet or not.

As the field evolves, a developing trend of note is the apparent expansion of operations that the field seems to be headed toward. Specifically, there seems to be a movement toward utilizing existing resources and acquiring additional non-ambulance vehicles to provide doctor's appointment and other medically necessary transport services to our population. We are exploring options as to how to make this a part of what we do, so long as we can assure that the emergency service part of our operation maintains it's level or readiness.

In addition to this, there has been a remarked increase in requests for ambulance transfers from hospitals other than AVH. Although this is a source of potential revenue, our policy is such that we routinely turn down these opportunities. In the view of the

ownership of this company, routinely sending out transfers meet the needs of other communities puts us into a situation that, though lucrative, hampers our readiness should there suddenly be a need for an emergency transfer from Berlin. If our staffing increases, we may be able to staff such transfers with off duty personnel, using our third truck, but only if doing so does not leave Berlin without coverage. As of now, though the transfers are generally turned down, they are occasionally accepted from Upper Connecticut Valley Hospital, but only after checking with the supervisory nurse at AVH to ensure that there are no pending locals in need of our service.

The company has been contacted by surrounding communities, notably Milan and Shelburne, to explore the possibility of providing services to them as well, which we continue to explore the feasibility of. Of course, no agreement would be entered with them that would supersede or alter our ability to respond to the calls as per our contract with Berlin.

9. Other Business:

Berlin Emergency Medical Services continues to do what we can to be a part of this community, covering non-profit events at no cost, and doing everything that we can to keep costs as low as possible when covering events that promote Berlin and help it to grow. Our involvement in the community is important to us, and we are proud to be a part of it.

Jericho Warming Hut Visitor Analysis Summer Season 2019

February 25, 2020

**By Larry Gomes, Trail Master
Milan Trail Huggers ATV Club
Milan, NH.**

and

**Paula Kinney, Executive Coordinator
Androscoggin Valley Chamber of Commerce
Berlin, NH**



Introduction

The Jericho Warming Hut completed its eighth full year of operation on December 15, 2019. Many riders make it a point to stop in during every trip they take to Jericho Mountain State Park.

To get the data obtained in this report, over 130 pages of signatures were analyzed and three pieces of critical data were entered into a spreadsheet: Date of visit, visitor's zip code and number of visitors.

This data was then translated into charts and transferred into this document. The data in this report covers the 2019 summer ATV season which ran from the end of May to mid-December.

Just like the past seasons, comments about the Warming Hut and Jericho ATV trails were almost 100% positive as can be seen in the sample below:

| DATE | NAME | CITY, STATE | ZIP CODE | COMMENTS |
|---------|-----------------------|--------------------|----------|---|
| 6/22/19 | Toni and Deb | Amherst NH | 03031 | ride baby ride! |
| 6/22/19 | Muel + Phil | Amherst NH | 03031 | Woo hoo! |
| 6-22-19 | Eric + Steve | Brunswick, NY | 12180 | Yeeet Yeeet |
| 6-22-19 | Lauren C + Jacob W. | Woburn, MA | 01801 | Luv it here! |
| 6/22/19 | Josh + Chrissy | Bennington VT | 05201 | 1st Time So fun! |
| 6/22/19 | Tyler + Walter | Bennington VT | 05201 | This is cool |
| 6-22-19 | Lauren + Chip | Roxbury VT | 05761 | |
| 6-22-19 | Shashy + Nick | Bennington VT | 05201 | Awesome |
| 6-22-19 | Yif + Dom | N Attleboro Mass | 02760 | Love this place! THANK YOU! |
| 6-22-19 | Steph + Rocky | Grafton Mass | 01519 | |
| 6-22-19 | Abbie + Dave | | | |
| 6-22-19 | Chris + Angie Burrell | Haverhill, MA | 01832 | Sweet day! |
| 6-22-19 | Reverie + Eric | Bethel ME | 04217 | Kudos to you! |
| 6-22-19 | Joe Adams | Stratford CT | 06415 | Yeehaw! |
| 6-22-19 | Jordan Gendron | Gardner, MA | 01440 | |
| 6/22/19 | Stephanie Jameson | Leominster MA | 01453 | |
| 6/22/19 | Brian + Amy | Norwich NH | 03053 | Can't get enough!! |
| 6/22/19 | Bill + Kristen | Attleboro + Bourne | | Love to Sody + Rob! |
| 6/22/19 | Tell + Bonnie G | Spring NH | 03042 | Always a good day |
| 6/22/19 | Mike + Wendy Canally | Lakeland FL | 33810 | 2x! Love it! |

The Guest Book contained 2,451 individual entries that represented a total of 4,138 visitors from 40 different states and 7 countries. The visitor total is 9% lower than the 2018 summer visitor count of 4,501 and 10% higher than the 2016 summer visitor count of 4,002 visitors.

We know that not everyone who visits the Warming Hut takes the time to sign in and we also know that not everyone who visits the park goes up to the Warming Hut. So the actual number of visitors to Jericho Park is estimated to be 5 to 6 times higher than what we reported here or somewhere in the range of 23,000 visitors for the 2019 summer season.

This makes Jericho Mt. State Park one of the largest summer attractions in the North Country.

Visitors by State and Country

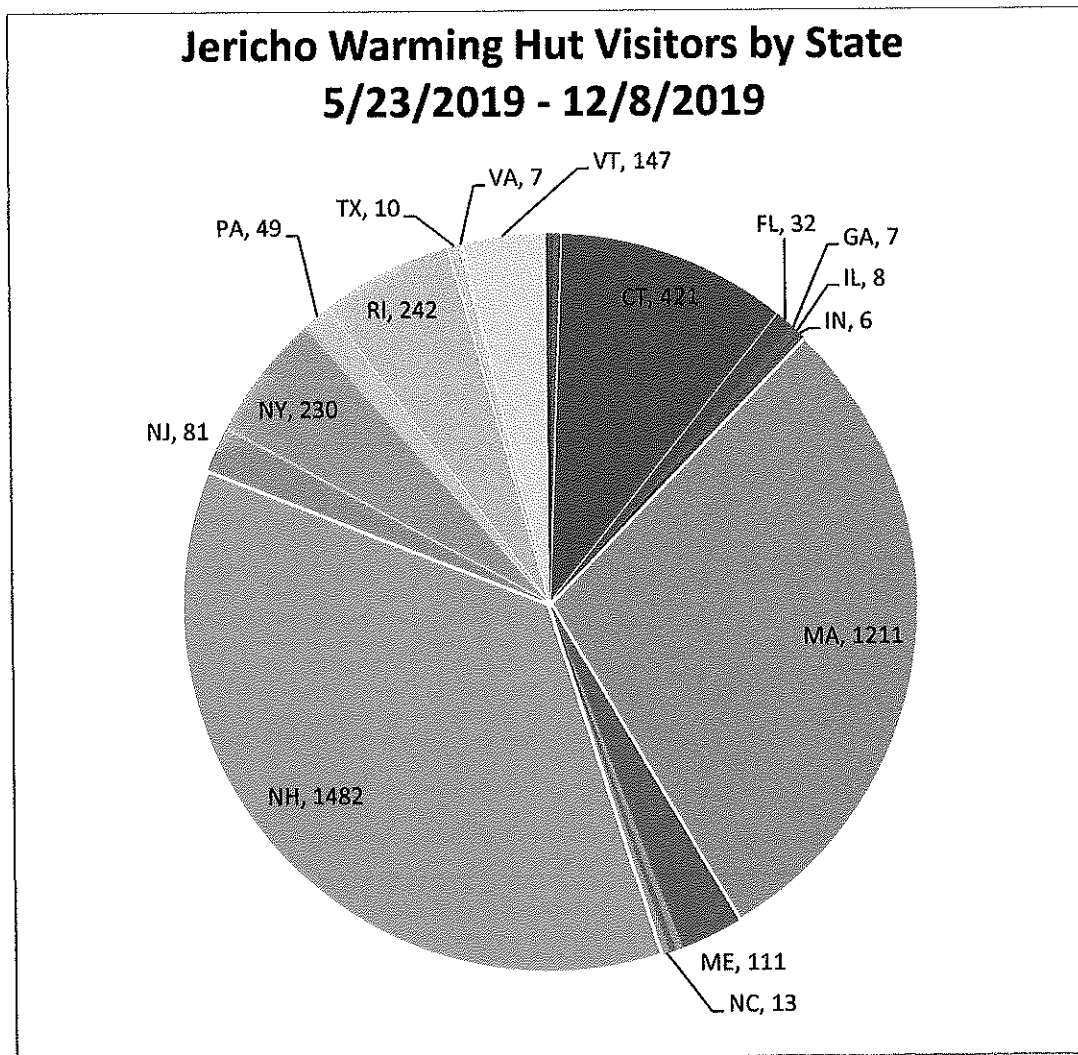
The Warming Hut hosted visitors from 40 states and 7 countries. Out of the 4,138 visitors, 8% (or 363) were from towns located within 25 miles of the park, a decrease from the 11% of local visitors in 2018.

| Domestic Visitors | | International Visitors | | |
|--------------------|----------------|------------------------|--------------------------|--------------|
| State | No of Visitors | Date | City/Country | # Visitors |
| AE | 1 | 7/2/2019 | Cali, Columbia | 1 |
| AK | 1 | 7/3/2019 | Ottawa, Canada | 2 |
| AL | 8 | 7/16/2019 | Ontario, Canada | 4 |
| AR | 1 | 7/28/2019 | Montreal, Canada | 1 |
| AZ | 1 | 8/11/2019 | Prague, Czech Republic | 4 |
| CA | 13 | 8/29/2019 | Ottawa, Canada | 2 |
| CO | 1 | 8/31/2019 | Ponza, Italy | 1 |
| CT | 421 | 9/21/2019 | Quebec, Canada | 2 |
| DE | 1 | 9/29/2019 | Leichlingen, Germany | 2 |
| FL | 32 | 9/30/2019 | Simcoe, Ontario, Canada | 2 |
| GA | 7 | 10/3/2019 | Bristol, United Kingdom | 2 |
| IA | 2 | 10/4/2019 | Dominican Republic | 1 |
| IL | 8 | 10/5/2019 | Toronto, Ontario, Canada | 1 |
| IN | 6 | Grand Total | | 25 |
| KS | 2 | Tot. Countries | | 7 |
| KY | 3 | | | |
| LA | 1 | | | |
| MA | 1211 | | | |
| MD | 2 | | | |
| ME | 111 | | | |
| MI | 13 | | | |
| MN | 9 | | | |
| MO | 1 | | | |
| NC | 13 | | | |
| NH | 1482 | | | |
| NJ | 81 | | | |
| NV | 3 | | | |
| NY | 230 | | | |
| OH | 2 | | | |
| OK | 1 | | | |
| PA | 49 | | | |
| RI | 242 | | | |
| SC | 5 | | | |
| TN | 2 | | | |
| TX | 10 | | | |
| UT | 2 | | | |
| VA | 7 | | | |
| VT | 147 | | | |
| WI | 4 | | | |
| WV | 2 | | | |
| Grand Total | | | | 4,138 |

Visitors by State and Country – continued

The largest group of Warming Hut visitors comes from the combined states of Vermont, Maine, Massachusetts, Connecticut and Rhode Island with a total of 2,132 visitors (or 52% of the total). The second largest group of visitors are New Hampshire residents with a total of 1,482 (or 36% of the total).

The remaining 524 visitors (or 12%) came from a total of 34 states with some visitors traveling from as far away as Alaska, California and Florida.



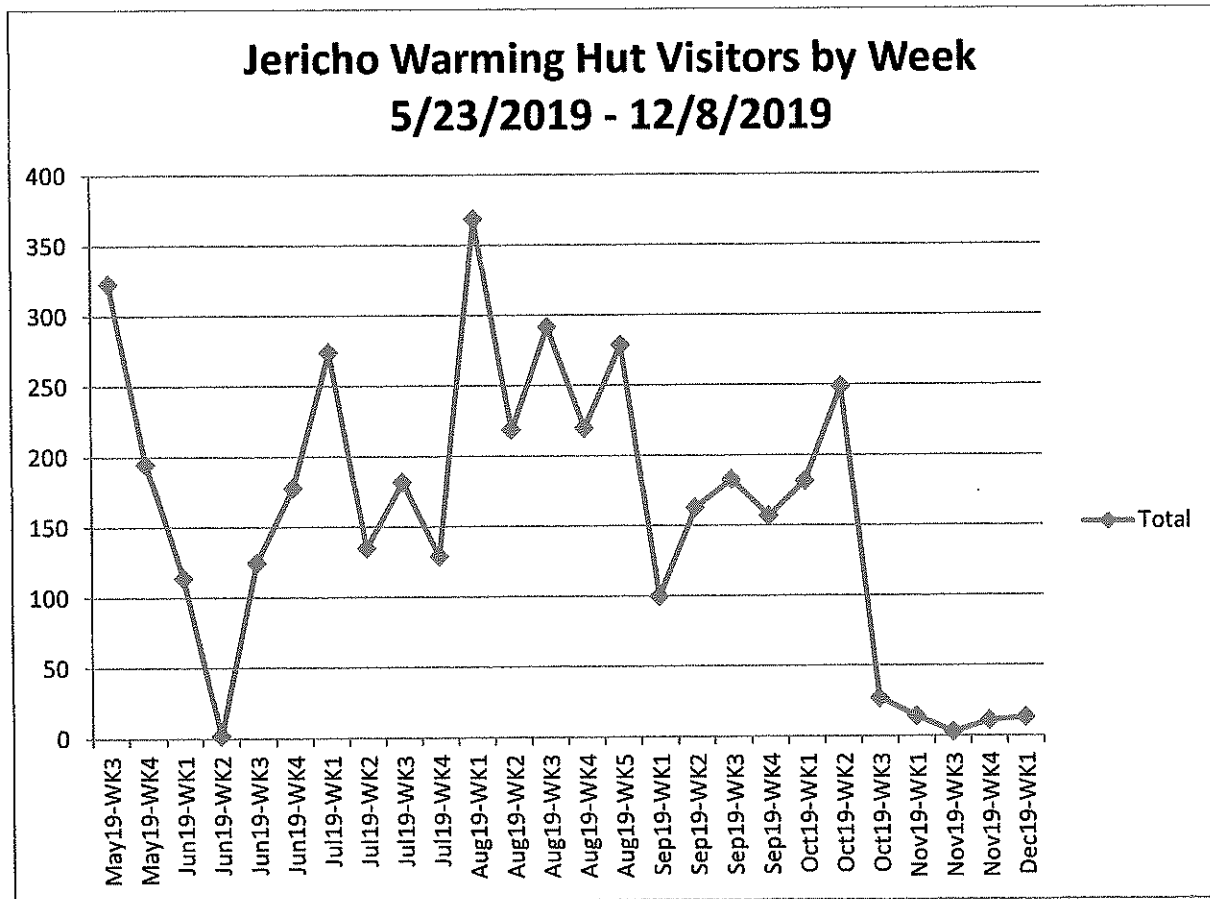
Visitors by Week

ATV season started on Memorial Day weekend. Attendance at the park appeared to be steady throughout the season from opening day until Labor Day with spikes in attendance during holiday weekends and the Jericho ATV Festival. After Labor Day, a final spike in attendance came over Columbus Day weekend which had several special events sponsored by the Androscoggin Valley Chamber of Commerce.

| Domestic Visitors | # Visitors | Comments |
|--------------------|--------------|--|
| May19-WK3 | 323 | Opening Day: May 23, 2018 |
| May19-WK4 | 195 | Memorial Day Weekend |
| Jun19-WK1 | 114 | |
| Jun19-WK2 | 2 | Father's Day |
| Jun19-WK3 | 125 | |
| Jun19-WK4 | 178 | |
| Jul19-WK1 | 274 | July 4th |
| Jul19-WK2 | 135 | |
| Jul19-WK3 | 182 | |
| Jul19-WK4 | 129 | |
| Aug19-WK1 | 369 | Jericho ATV Festival |
| Aug19-WK2 | 219 | |
| Aug19-WK3 | 292 | |
| Aug19-WK4 | 220 | |
| Aug19-WK5 | 279 | |
| Sep19-WK1 | 100 | Labor Day |
| Sep19-WK2 | 163 | |
| Sep19-WK3 | 183 | |
| Sep19-WK4 | 157 | |
| Oct19-WK1 | 182 | |
| Oct19-WK2 | 249 | Columbus Day, Riverfire, Zombie Poker Run |
| Oct19-WK3 | 27 | |
| Nov19-WK1 | 14 | Cold weather started |
| Nov19-WK3 | 3 | |
| Nov19-WK4 | 11 | Thanksgiving |
| Dec19-WK1 | 13 | Last entry of ATV Season: December 8, 2019 |
| Grand Total | 4,138 | |

Visitors by Week - continued

This chart graphically illustrates the pattern of traffic in the park was during the 2019 summer season. From mid-May through mid-October, visitor traffic to the Warming Hut averaged 193 visitors per week. At the beginning of November, cold weather started and greatly reduced the fall ATV traffic.



Visitors by Distance

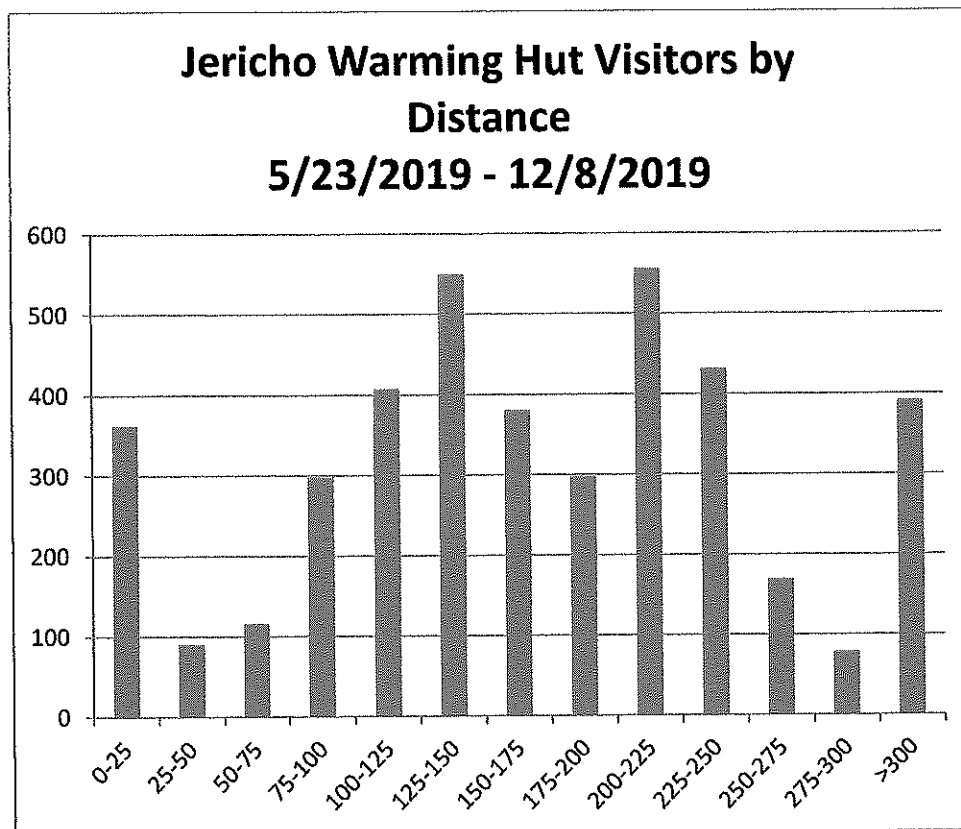
Three-quarters of the visitors (2,876 or 70%) who signed in traveled between 100 and 300 miles to get to Berlin. The majority of these visitors originated their trip in central and southern NH, Massachusetts, Connecticut and Rhode Island.

This is down a little from last year's total of 3,419 visitors but an increase from the 2,403 visitors in 2016 who traveled between 100 and 300 miles to get to the park.

9% percent of the visitors were local residents who traveled 25 miles or less to reach the Park. This is down slightly from last year's total of 11% for local residents and 15% of local residents in 2016.

| Domestic Visitors | | Distance | International Visitors | |
|--------------------|--------------|------------------------|-----------------------------------|------------|
| Distance | | (Miles) | City/Country | # Visitors |
| (Miles) | # Visitors | | | |
| 0-25 | 363 | 4,145 | Ponza, Italy | 1 |
| 25-50 | 91 | 3,811 | Prague, Czech Republic | 4 |
| 50-75 | 117 | 3,475 | Leichlingen, Germany | 2 |
| 75-100 | 299 | 3,194 | Bristol, England, UK | 2 |
| 100-125 | 408 | 2,853 | Cali, Columbia | 1 |
| 125-150 | 550 | 1,800 | Santo Domingo, Dominican Republic | 1 |
| 150-175 | 381 | 463 | Simcoe, Ontario, Canada | 2 |
| 175-200 | 299 | 406 | Toronto, Ontario, Canada | 1 |
| 200-225 | 557 | 224 | Ottawa, Ontario, Canada | 8 |
| 225-250 | 432 | 131 | Montreal, Quebec, Canada | 3 |
| 250-275 | 170 | Total Visitors | | 25 |
| 275-300 | 79 | Total Countries | | 7 |
| >300 | 392 | | | |
| Grand Total | 4,138 | | | |

The total of 25 visitors from other countries is a decrease from the 47 international visitors who came to the park during the summer of 2018.



Summary

The statistics gathered at the Jericho Warming Hut continue to show that Jericho Mountain State Park is a popular destination in the North Country. Reviewing the last two years statistics from the Warming Hut Guest Book, it appears that summer attendance is flat or slightly down, but we think it is more likely that less people are signing the Guest Book.

In examining the Guest Book entries, first time visitors continue to be impressed with the park and always say they would like to return in the future. Many regular visitors keep coming back every year and provide a stable base of visitors to the park.

It appears that Jericho Mountain State Park is doing a lot of things right and continues to be a favorite destination for both winter and summer travelers.

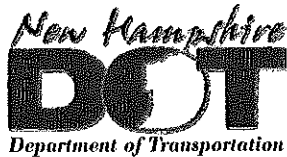
Given the fact that 75% of the visitors are traveling between 100 and 300 miles to get to the Park, there is certainly a need for overnight accommodations near the park to serve this group of travelers. A hotel in Berlin and/or expanded camping facilities would probably be most welcomed and utilized by this group.

The original Guest Book sign-in sheets and spreadsheet data are available to anyone who is interested in taking a closer look at this information. We also welcome any suggestions for additional reports or improvements to the current reports.



Flower pots and an American flag provide some color on the porch of the warming hut along with the "Where's Wheeler" sign that riders use for posting pictures on the Androscoggin Valley Chamber of Commerce Facebook page so they can qualify for prizes.

Photo courtesy of Paula Kinney, July 2019.



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



Victoria F. Sheehan
Commissioner

William Cass, P.E.
Assistant Commissioner

2020 DISTRICT RESURFACING PROGRAM
State funded

Bureau of Highway Design
Room 200
Tel. (603) 271-2171
Fax (603) 271-7025

February 19, 2020

City of Berlin
168 Main Street
Berlin, NH 03570

To Whom It May Concern:

This is to notify you that the New Hampshire Department of Transportation has tentatively identified state road(s) within your Town for paving in 2020. This information is provided in hopes that it will assist you in coordinating your community's maintenance activities such as crosswalk striping, underground utility projects, trenching, and curb or sidewalk work prior to the road resurfacing activities. This is particularly important for manholes and other structures within the pavement limits as significant depressions can develop if they are not set to the proper grade. If appropriate, please advise local utilities to prepare for the proposed resurfacing as it is their responsibility to make adjustments as required to accommodate the paving. If any crosswalks along the sections identified for paving have been proposed by the Department to be relocated, eliminated or require additional enhancements to remain, the appropriate documents are included as part of this communication and must be returned by May 1, 2020.

Please be aware that the State Legislature has delegated the Commissioner of the Department with the full authority to control traffic in highway/bridge construction work zones on Class I, II and III highways. The Department, as of April 1, 2013, will only compensate for the use of police officers that have successfully completed an NHDOT approved course on the Safe and Effective Use of Law Enforcement in Work Zones. Prior to commencement of the work, the Department will send notice of a preconstruction meeting. You are invited to attend this meeting as project schedule and anticipated traffic control measures are among the topics discussed.

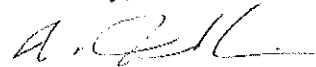
Also, be advised that the Department does not resurface any on-street parking spaces along the roadway as part of these resurfacing projects, however, municipalities can make arrangements with the contractor, at their own expense, to have the spaces resurfaced while the contractor is in the area.

You will be contacted should the Program be changed due to funding or pavement conditions of the identified sections. Once a contract and schedule of work has been approved

the Contractor is required to provide written notice to your town between 7 and 14 work days in advance of the final paving.

If you have any questions or would like to discuss this project further, feel free to call me at 271-6198 or send an e-mail to Ronald.Grandmaison@dot.nh.gov.

Sincerely,

A handwritten signature in dark ink, appearing to read 'A. Grandmaison', with a horizontal line extending to the right.

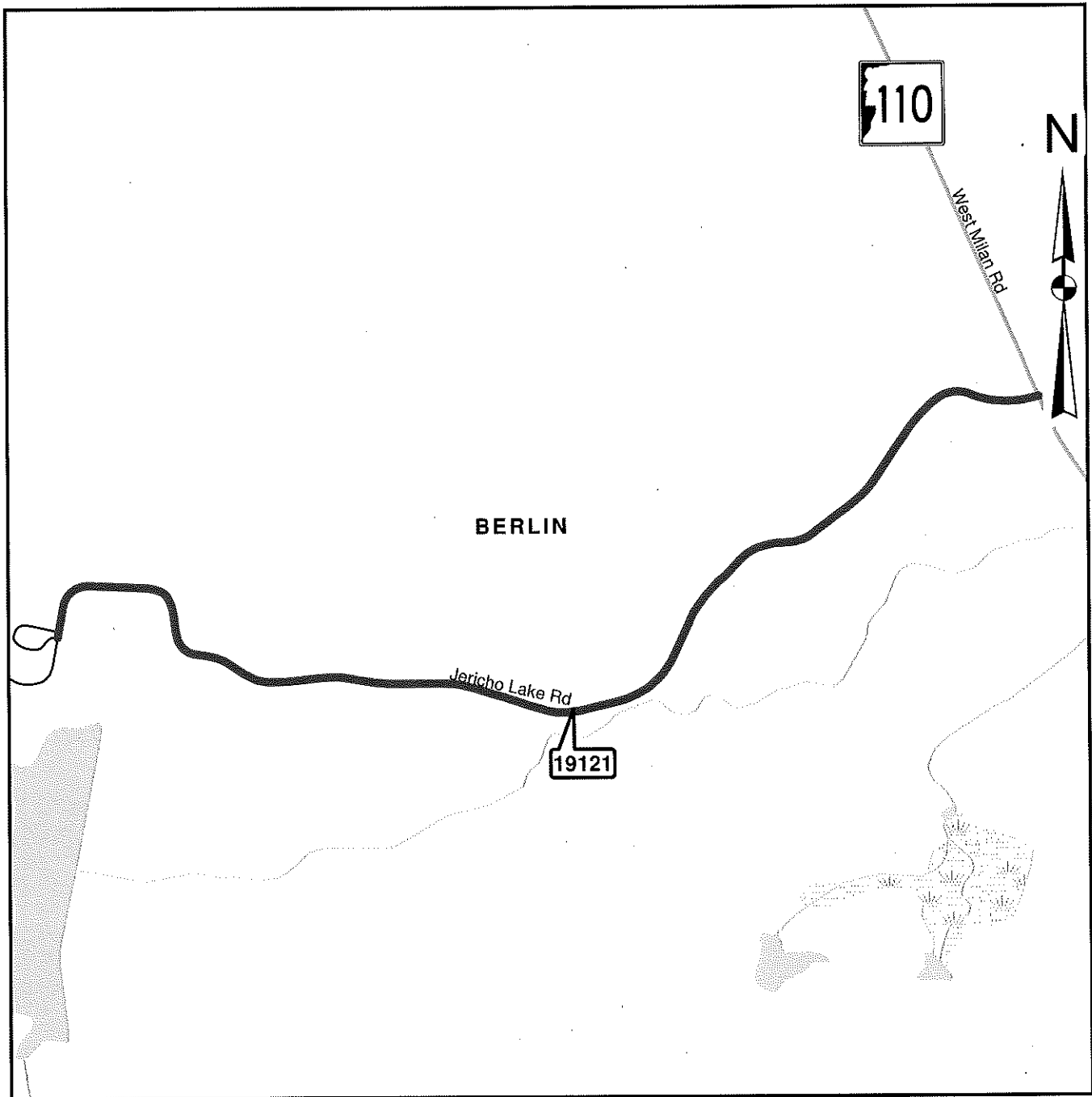
Ronald Grandmaison, P.E.
Project Manager
Chief of Pavement Design

RJG/wcw

Enclosures

cc: Police Chief, City of Berlin

BERLIN - JERICOHO LAKE RD



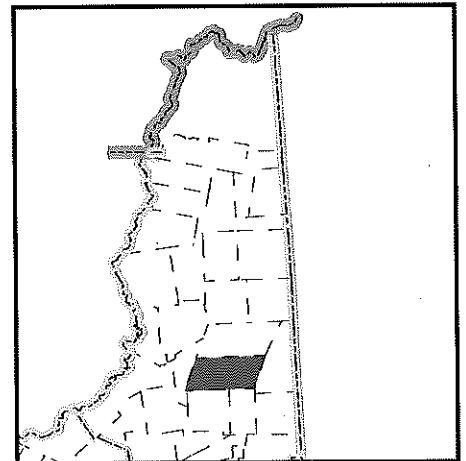
0 0.085 0.17 0.255 0.34
Miles

LEGEND

- 16161I
- State Routes
- Unnumbered Routes
- Local Roads
- streams

New Hampshire
DOT
Department of Transportation

State #: 16161I
PAVING ID: 19121
LOCATION MAP



City of Berlin Public Works Department
2020 Activity Report

[illegible]

| City Owned Property Service Requests | | | | | | | | | |
|--------------------------------------|----|----|----|----|----|----|--|--|--|
| | 64 | 53 | 51 | 58 | 11 | 11 | | | |
| City Hall | | | | | | | | | |
| Recreation Dept. | 18 | 20 | 20 | 16 | 3 | 3 | | | |
| Library | 9 | 9 | 5 | 5 | 2 | 2 | | | |
| Fire Dept. | 7 | 9 | 7 | 5 | 1 | 1 | | | |
| Schools | 7 | 8 | 5 | 8 | 0 | 0 | | | |
| Parks/Fields/Other City owned | 68 | 76 | 70 | 48 | 0 | 0 | | | |

[illegible]